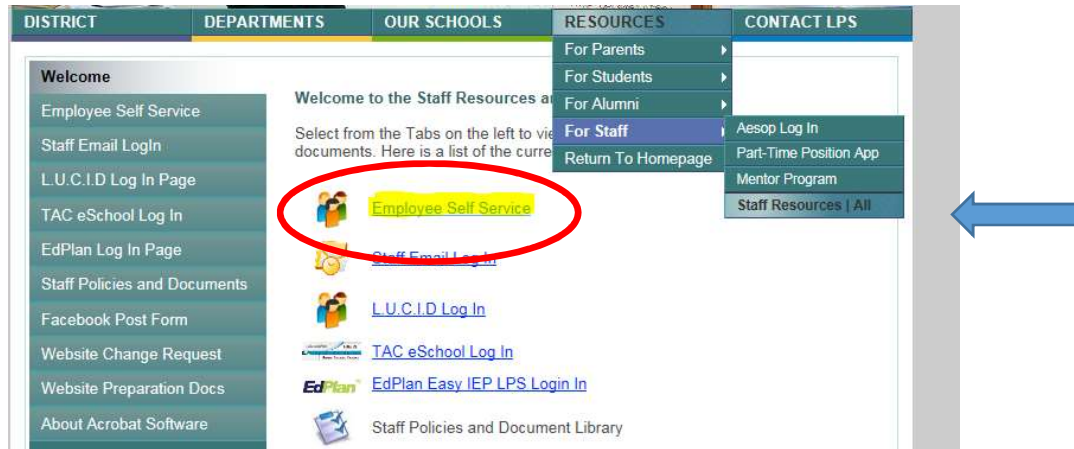


City of Lynn – Employee Self Service

Employee Self Service is a secure web portal that allows employees to access and update some of their personal information through internet access. Employees can view payroll information such as paycheck history, W2 information and W-4 election details.

Employee Self Service can be accessed directly from the Lynn Public Schools site www.lynnschools.org. Once on the School website, click on Resources, For Staff, Staff Resources.



The following page will open. Click on Log In and a User Name and Password box will open.

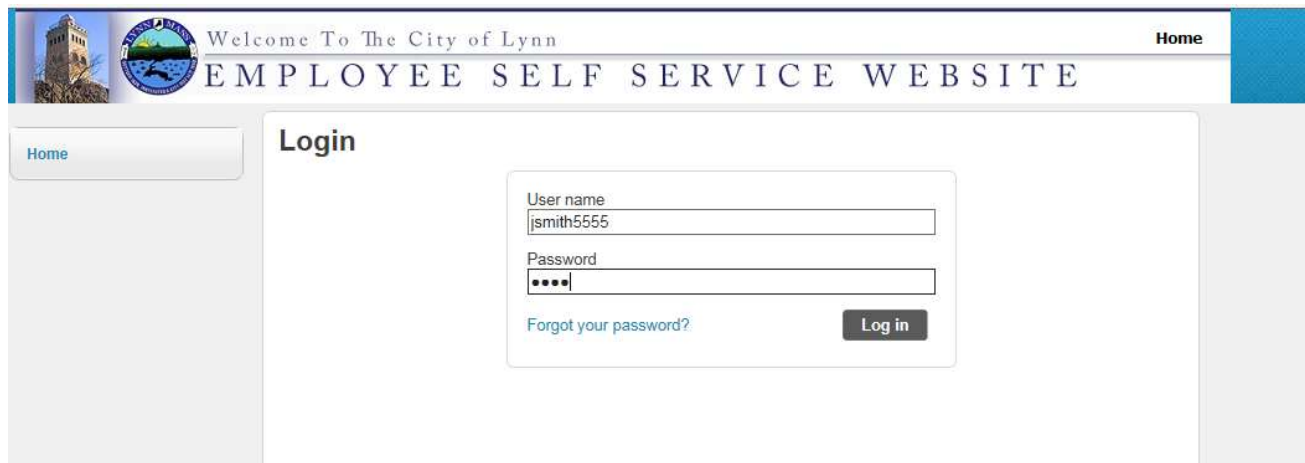
A screenshot of the City of Lynn, MA - Self Service login page. The page has a blue header with the City of Lynn logo and the text 'EMPLOYEE SELF SERVICE WEBSITE'. Below the header, there is a 'Home' link and a 'Welcome!' message. The main content area has a 'User name' field, a 'Password' field, a 'Forgot your password?' link, and a 'Log in' button. The 'Log In' button is circled in red.

Your User name is your first initial of your first name, your last name and last 4 digits of your Social Security Number.

Example: Jsmith5555

Initially your password will be the last 4 of your Social Security Number. The first time you log on you will be prompted to change your password. Keep this password – there is no expiration on this password so you'll be able to keep it.

City of Lynn – Employee Self Service

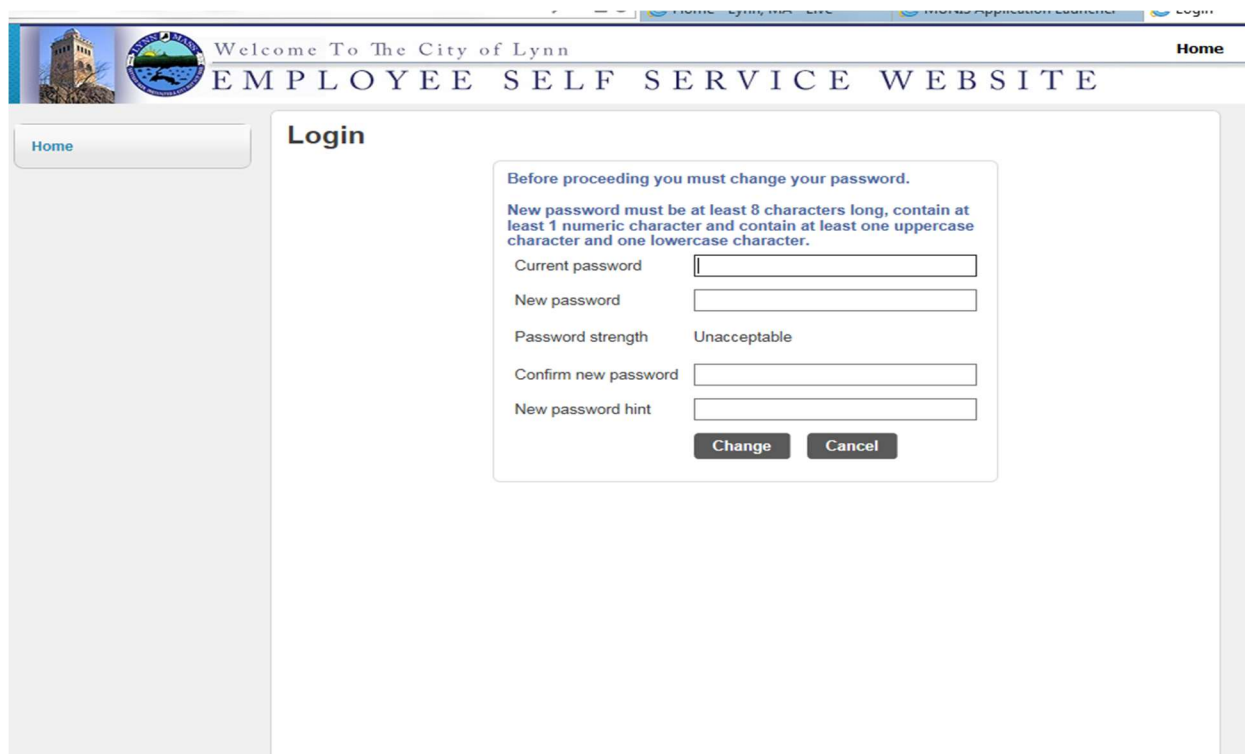


The screenshot shows the top of the website with a header bar. On the left is a logo featuring a lighthouse and the text 'CITY OF LYNN'. To the right of the logo is the text 'Welcome To The City of Lynn'. Further right is a 'Home' link. Below the header, the main title 'EMPLOYEE SELF SERVICE WEBSITE' is displayed. On the left side, there is a 'Home' button. The main content area is titled 'Login'. It contains a form with two input fields: 'User name' with the text 'jsmith5555' and 'Password' with four dots. Below the password field is a link 'Forgot your password?' and a 'Log in' button.

Enter your user name and initial password (last 4 of your SSN) and click on Log in.

You will then be prompted with the below screen to change your password.

Your new password needs to be at least 8 characters long, contain at least 1 number and contain at least one uppercase character and one lowercase character.



The screenshot shows the 'Change Password' page. The header is identical to the previous page. The main content area is titled 'Login'. It contains a message: 'Before proceeding you must change your password.' followed by the password requirements: 'New password must be at least 8 characters long, contain at least 1 numeric character and contain at least one uppercase character and one lowercase character.' Below this are four input fields: 'Current password', 'New password', 'Confirm new password', and 'New password hint'. The 'Password strength' is displayed as 'Unacceptable'. At the bottom are 'Change' and 'Cancel' buttons.

City of Lynn – Employee Self Service

Welcome To The City of Lynn

EMPLOYEE SELF SERVICE WEBSITE

Home

Home

Login

Before proceeding you must change your password.

New password must be at least 8 characters long, contain at least 1 numeric character and contain at least one uppercase character and one lowercase character.

Current password

New password

Password strength Acceptable

Confirm new password

New password hint x

Note that a password hint is required to be filled out in case you forget your password it will be emailed to you.

Welcome To The City of Lynn

EMPLOYEE SELF SERVICE WEBSITE

Home

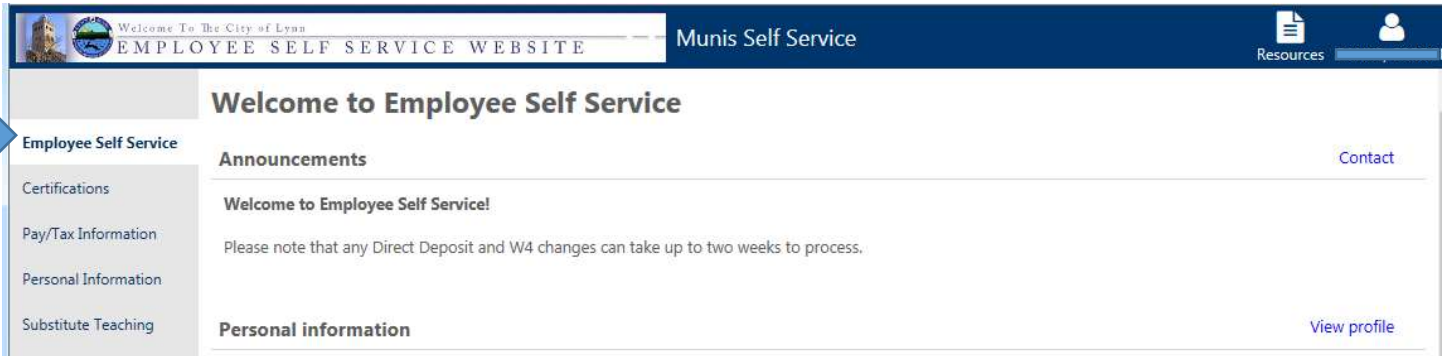
Home

Login

Your password has been successfully changed.

City of Lynn – Employee Self Service

Click on Employee Self Service to see a summary page with various details.



Once you choose Employee Self Service, in addition to being able to view your information, there are links that are available for you to access.

For example you can get right to the Harvard Health Care site, Aesop and email.

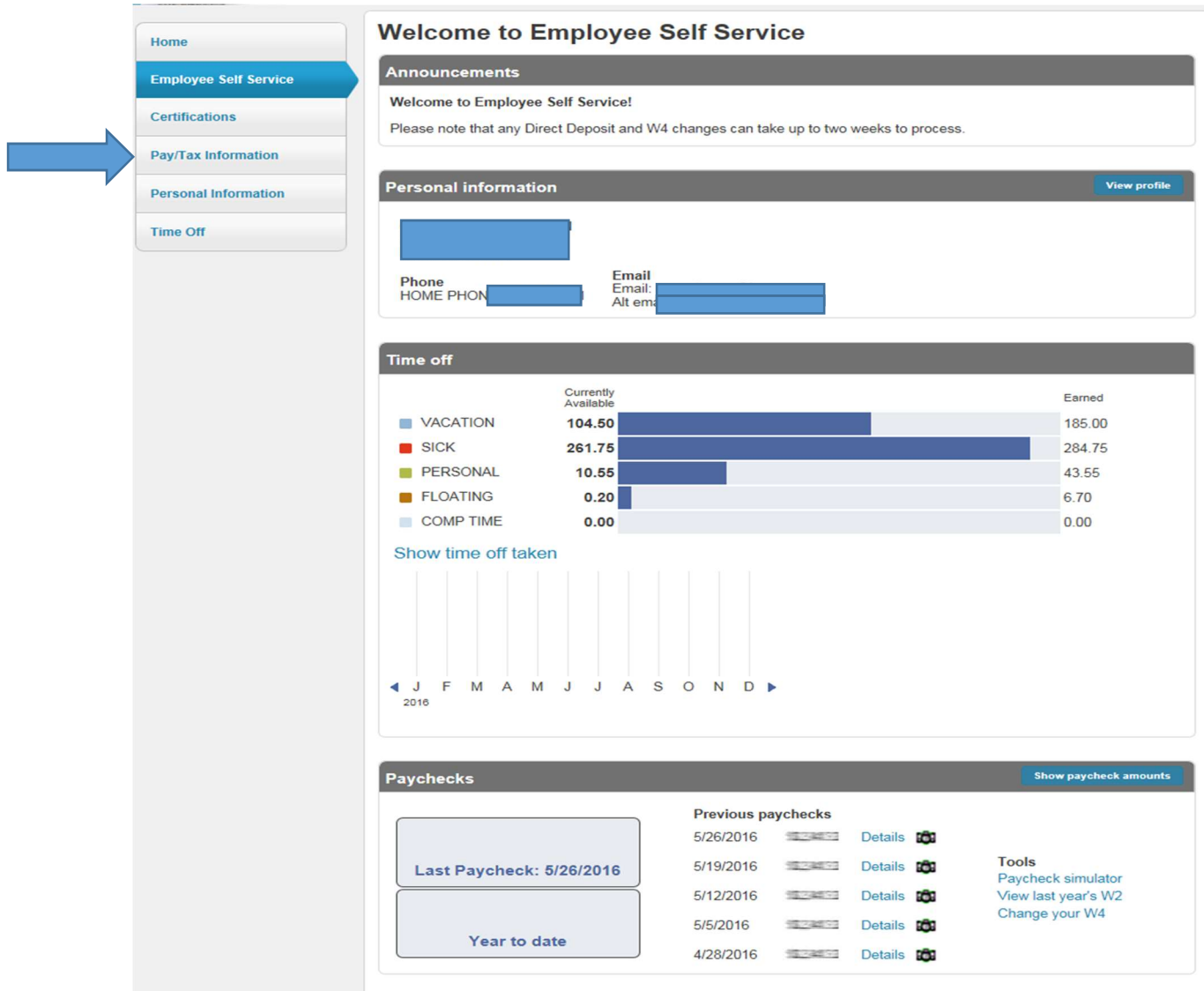


City of Lynn – Employee Self Service

There are four sections to the Summary page: Announcements, Personal Information, Time off, and Paychecks.

There is a side bar menu that will bring you to different areas to either review or change allowed information.

In this example, we will take a look at the Pay/Tax information.



Home
Employee Self Service
Certifications
Pay/Tax Information
Personal Information
Time Off

Welcome to Employee Self Service

Announcements

Welcome to Employee Self Service!
Please note that any Direct Deposit and W4 changes can take up to two weeks to process.

Personal information

[View profile](#)

Phone HOME PHON [redacted] Email: [redacted] Alt em: [redacted]

Time off

	Currently Available	Earned
VACATION	104.50	185.00
SICK	261.75	284.75
PERSONAL	10.55	43.55
FLOATING	0.20	6.70
COMP TIME	0.00	0.00

[Show time off taken](#)

2016 J F M A M J J A S O N D

Paychecks

[Show paycheck amounts](#)

Last Paycheck: 5/26/2016

Year to date

Previous paychecks

Date	Details
5/26/2016	Details
5/19/2016	Details
5/12/2016	Details
5/5/2016	Details
4/28/2016	Details

Tools

- [Paycheck simulator](#)
- [View last year's W2](#)
- [Change your W4](#)

City of Lynn – Employee Self Service

This screen will give you the ability to look at any payroll check issued to you. If you click on Detail next to the Net Pay you will see the detail of that particular check.

Pay/Tax Information					
Showing pay checks for the last 60 months					
Check Date	Pay Period	Status	Gross Pay	Net Pay	
5/26/2016	5/15/2016 - 5/21/2016	Cleared	\$1,313.28	\$758.80	Details
5/19/2016	5/8/2016 - 5/14/2016	Cleared	\$1,313.28	\$758.79	Details
5/12/2016	5/1/2016 - 5/7/2016	Cleared	\$1,313.28	\$758.80	Details
5/5/2016	4/24/2016 - 4/30/2016	Cleared	\$1,313.28	\$758.80	Details
4/28/2016	4/17/2016 - 4/23/2016	Cleared	\$1,313.28	\$793.97	Details
4/21/2016	4/10/2016 - 4/16/2016	Cleared	\$1,313.28	\$778.80	Details
4/14/2016	4/3/2016 - 4/9/2016	Cleared	\$1,313.28	\$781.61	Details
4/7/2016	3/27/2016 - 4/2/2016	Cleared	\$1,313.28	\$785.86	Details
3/31/2016	3/20/2016 - 3/26/2016	Cleared	\$1,313.28	\$785.86	Details
3/24/2016	3/13/2016 - 3/19/2016	Cleared	\$1,313.28	\$785.86	Details
3/17/2016	3/6/2016 - 3/12/2016	Cleared	\$1,313.28	\$785.86	Details
3/10/2016	2/28/2016 - 3/5/2016	Cleared	\$1,313.28	\$785.86	Details
3/3/2016	2/21/2016 - 2/27/2016	Cleared	\$1,313.28	\$785.86	Details
2/25/2016	2/14/2016 - 2/20/2016	Cleared	\$1,313.28	\$785.85	Details

To view an actual copy of the check you will click on View Paycheck image.

Check Detail

Overview

Check Date

5/26/2016

Pay Period

5/15/2016 - 5/21/2016

Check Number

47212

Check Status

Cleared

Gross Pay

\$1,313.28

Net Pay

\$758.80

View paycheck image

Return to pay/tax information

Pay Breakdown

Pay Type	Hours	Rate	Amount
BASE PAY	27.00	\$39.20	\$1,058.46
FLOAT	6.50	\$39.20	\$254.82
Total			\$1,313.28

Deductions

Deduction Type	Amount
MEDICARE	\$18.60
HLTH HMO-48	\$30.41
NAT 457-52	\$50.00
FED TAX	\$112.83
MA TAX	\$58.54
CITY PENSION	\$105.06
CITY PENS 2%	\$14.73
CITY LIFE-48	\$0.68
V LIFE B-48	\$10.63
LOC 261 DUES	\$8.00
MUN CRED UN	\$120.00
ADDL DIR DEP	\$25.00
DIR DEPOSIT	\$758.80
Total	\$554.48

A copy of your actual check/dd advice will be presented and able to print.

Once you are finished looking at that particular payment you will click on [Return to pay/tax information](#) in the top right corner.